

## What is a Building Permit?

A Building Permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. By working with the Building Inspections staff, you will benefit from their knowledge of Building Codes to ensure that your construction project is built right, will be safe, and will last.

Safe construction helps protect you, your family, your friends, and your investments. Be sure to get your Building Official and his staff involved in your project, because the Building Department exists for the benefit of the homeowner.

## When Do I Need A Building Permit?

The best way to find out if you need a Building Permit is to call the Building Inspections Office. Be sure to discuss your plans with us before you begin construction to determine whether you need a permit. If a permit is not needed, the Building Official or staff will answer your questions and provide valuable advice. Permits are required for the following:

- New Construction
- Additions
- Interior Alterations
- Exterior Alterations
- Electrical Work
- Plumbing Work
- Mechanical Work

Town of Herndon  
Department of Public Works  
Building Inspection Section  
777 Lynn Street 2nd Floor  
Herndon, VA 20170

703-435-6850  
[buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



# Building Permits

## What are the benefits of obtaining a Building Permit?

**Increased Value**—your home or business is an investment. If your construction project does not comply with the adopted codes, the value of your investment could be reduced. Property insurers may not cover work done without permits or inspections. If you decide to sell a home or building that has been modified without permits, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

**Protects**—A property owner who can show that code requirements were strictly and consistently met, as demonstrated by the Building Inspections Office has a strong ally if something happens to trigger a potentially destructive lawsuit.

**Ensures Safety**—By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future owners.



## The Permit Process

### Talk to Building Inspections Staff—

We want your project to be successful and will help you avoid potential problems that could cost you time and money. In addition, we will provide you with information needed for compliance with applicable building codes.

**Submit Application**—At this stage you will document “who, what, when, where, and how” of the job, along with any sketches or plans of the proposed work.

**Review Process**—In a brief amount of time, the inspections Staff will review your plans and determine if your project is in compliance with Building, Town, and all other applicable requirements. If your plans meet these requirements, a permit is issued. If not, the Building Inspector may suggest solutions to help correct the problems.

**Receive Process**—Now that your permit has been approved, you have legal permission to begin construction. A fee is collected to cover cost of the application, the review process, and inspections.

**Inspections**—On-site inspections will be required to make certain the work conforms to the permit, code, and plans. All requests for inspections should be called in a day before they are needed. Requests may be called in Monday—Friday between the hours of 8:00am and 4:30pm. All requests must be made by speaking with a receptionist.

## Important Phone Numbers

Trash & Recycling 703-435-6860

Zoning 703-787-7380

Zoning Enforce. 703-707-2666

Parks & Rec 703-435-6868

Public Information 703-435-6800

Police 703-435-6846

Water/Sewer 703-435-6814

Finance 703-435-6813

Town Manager 703-787-7368

Website: [www.herndon-va.gov](http://www.herndon-va.gov)

